

# Utilities Coordinating Working Group

## Design Phase Utility Coordination Subcommittee Meeting

(Senate Concurrent Resolution 48)

Tuesday, October 1, 2109

DeIDOT Administration Building, 800 Bay Road, Dover, DE

Delaware Conference Room

### MEETING MINUTES

Approved 10/15/19

#### MEMBERS PRESENT:

Laszlo Keszler	DPL Gas	present
Garth Jones	Chair, Chesapeake Utilities	absent
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Mark Parker	Eastern Shore Natural Gas	present
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler	Artesian Water Company	present
George Zang	Verizon	present
Greg Coury	TUI	present
Rick Kerfoot	Comcast	present

OTHERS PRESENT: Meaghan Barna (DeIDOT), Mike Simmons (DeIDOT), Aimee String (DeIDOT)

- I. Welcome and Introductions: The meeting was called to order at 10:00 AM by Eric Cimo. The committee members introduced themselves.
- II. Review and Approval of Minutes: The committee reviewed the meeting minutes from the September 17, 2019 meeting. The minutes were approved as written.
- III. Continued Discussion of DeIDOT's Existing Design/Coordination Process: Mr. Cimo opened the floor and asked the committee members what they needed from DeIDOT to make the process more efficient. Committee members suggested things such as submitting updated CAD files to companies at each milestone submission along with construction plans. The committee discussed the need for various information such as pipe sizes, inverts, and drainage to be included in the proposed design so companies had all necessary information to evaluate potential conflicts and design relocations. Mr. Simmons clarified the utility companies should be reviewing conceptual drawings at the initial phase, and information on pipe sizes is often not available until the semi-final phase. Other suggestions included better support from the survey plan milestone to PS&E. Mr. Simmons explained the survey plans are the opportunity for the utility

company to indicate where their existing facilities are. At the preliminary plan phase, the utility company should be aware of things like the conceptual drainage plans and storm water management. Mr. Simmons noted if DelDOT is receiving plans from the utility company at the final phase, then the system broke down at some point.

The committee discussed the appropriate time frame that utility company preliminary plan markups outlining conceptual utility relocation layout could be expected to be returned. Some committee members explained the existing 30 day requirement is a challenging deadline to meet. Many do not have resources available to enable them to return the plans so quickly. Mr. Cimo explained DelDOT is seeking critical infrastructure information as early in the design process as possible.

Mr. Simmons explained the preliminary plans are more aerial and do not include in-depth information such as inverts and grades, however utility poles should be visible at this stage. It should also be clear at this phase what poles need to be relocated. Mr. Marteney noted that things like signal poles are not on the preliminary plans. Mr. Cimo inquired if by adding clear zones, proper ROW, signal poles and lighting if it would help the utility companies more promptly return their plans to DelDOT.

Mr. Parker explained Eastern Shore Natural Gas has overcome challenges like those offered by other committee members by requesting field meetings. He shared DelDOT has been responsive to this collaboration and it has been helpful for completion of this work.

The committee noted that there has been difficulty with Advanced Projects when grading and cuts are unclear. It is helpful when DelDOT is able to create a base slate for utilities to work with.

After further discussion, the committee agreed 90 days is an appropriate response time to return preliminary plans. Mr. Cimo clarified if it is a smaller project, the plans can be returned sooner. Mr. Cimo further shared that during those 90 days DelDOT would be willing to hold meetings with the utility companies. The committee agreed individual meetings, or field walks, would be helpful during this process.

The committee questioned what would happen if the date requirements were not met. All members recognized there are situations where it is not possible to meet the deadline. The system can send reminders at 30 and 60 days and it needs to be explored if the system can send more than one staff person per company the notification. The committee noted the need for communication regarding changes and/or other difficulties in meeting the deadline. The committee also discussed the possibility of not batching all projects in one email notification.

It was questioned whether DelDOT can share any utility as-built information that is collected on jobs with the respective utility companies. Mr. Cimo will check on the

possibility of sharing any Asbuilt records collected during relocation and project construction with the utility companies. He explained this has been done before on such projects as US301 and SR26 and does not feel it will be an issue.

IV. Other – There was no further discussion.

V. Action Items/Future Meetings: The subcommittee will meet every two weeks. The next meeting will be held October 15, 2019.

VI. Public Comment: There was no public comment.

VII. Adjournment: The meeting adjourned at 11:05 a.m.